

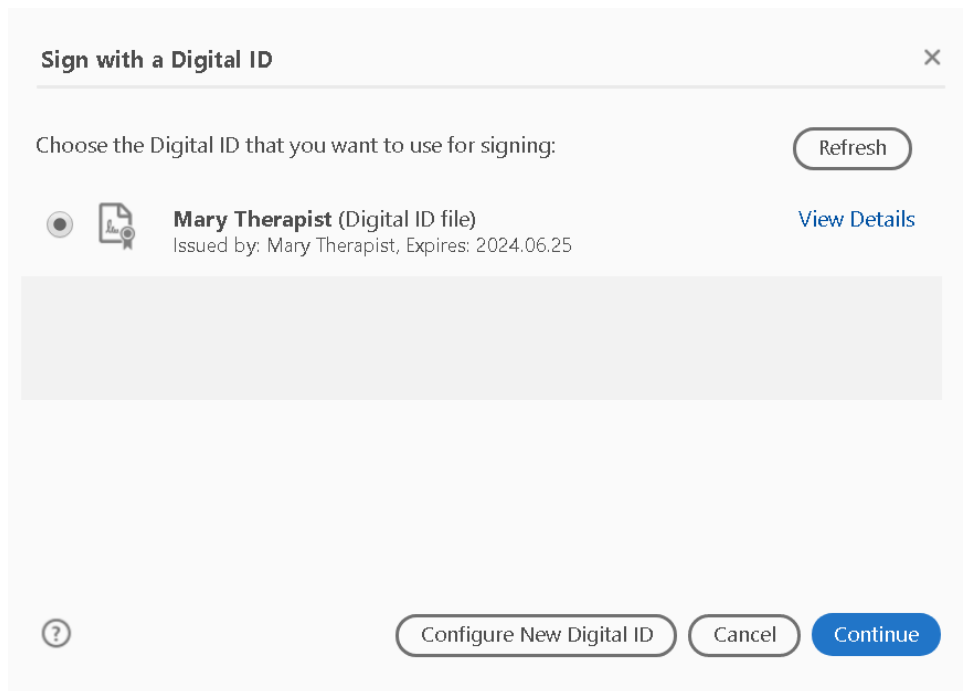
Configuring a Digital ID for Signing

Digital Signatures will simplify submittals of SanWITS User forms. It will help when you need to make corrections to a User Form. After completing, you will “Submit”, and the paperwork will go automatically to both the SUD MIS Support and to the BHS Credentialing email at Optum.

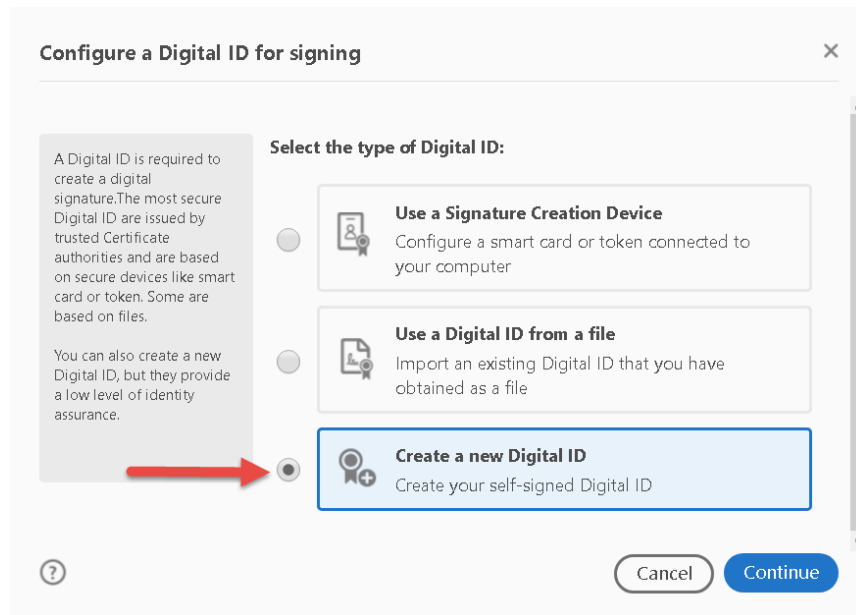
Click in the text box for Signature:



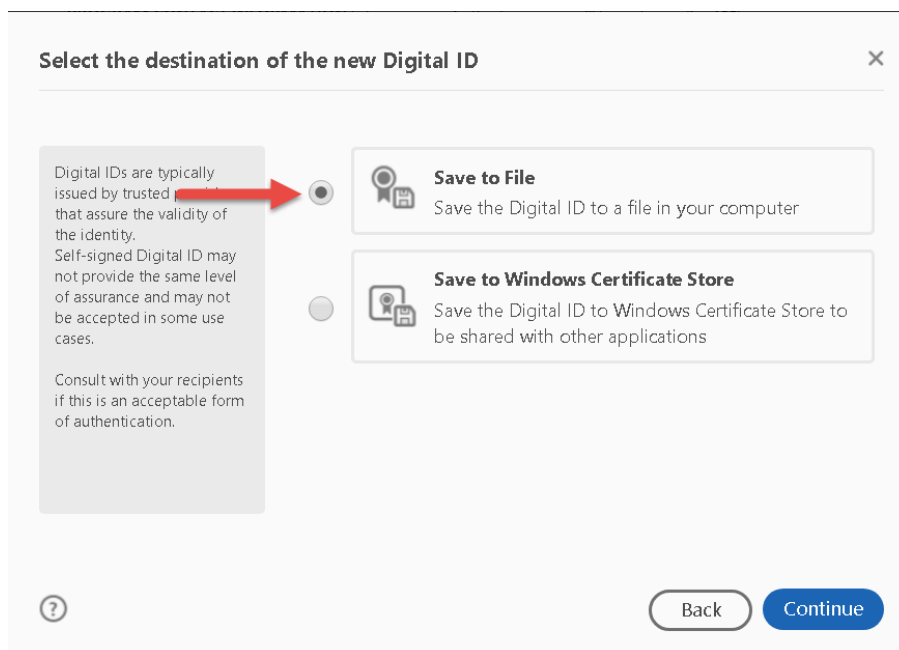
If you currently have a digital signature on file, you will just Continue to the signature. If you do not have a digital signature, this window may or may not display. If it does, it will be blank and you will Continue to add one:



If you are setting up a digital signature, select Create a New Digital ID, then select Continue:



Save to File, then select Continue:



Enter at the minimum the Required fields and select Continue:

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

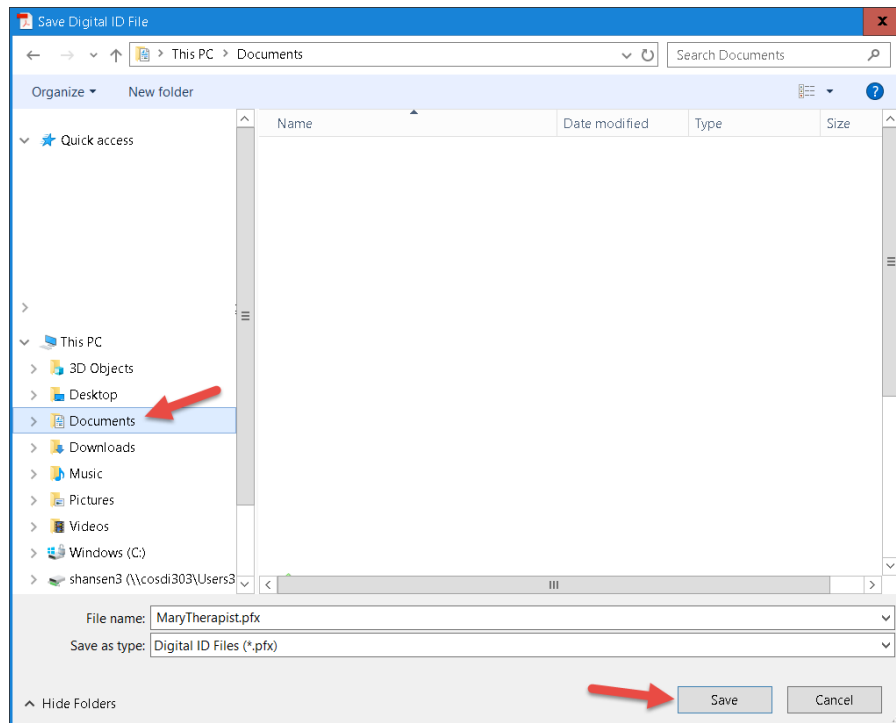
Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

Click on Browse to select a path to save your ID:



Add a password (the most secure will show as green), Confirm the password, then select Save:

The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey box with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." Below this is a question mark icon. The main area says "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Users' \Documents\MaryTherapist.pfx" and a "Browse" button circled in red. Below this is the section "Apply a password to protect the Digital ID:" with a password input field (containing dots) and a green strength indicator, and "Confirm the password:" with another password input field (containing dots). At the bottom right are "Back" and "Save" buttons, and at the bottom left is a question mark icon.

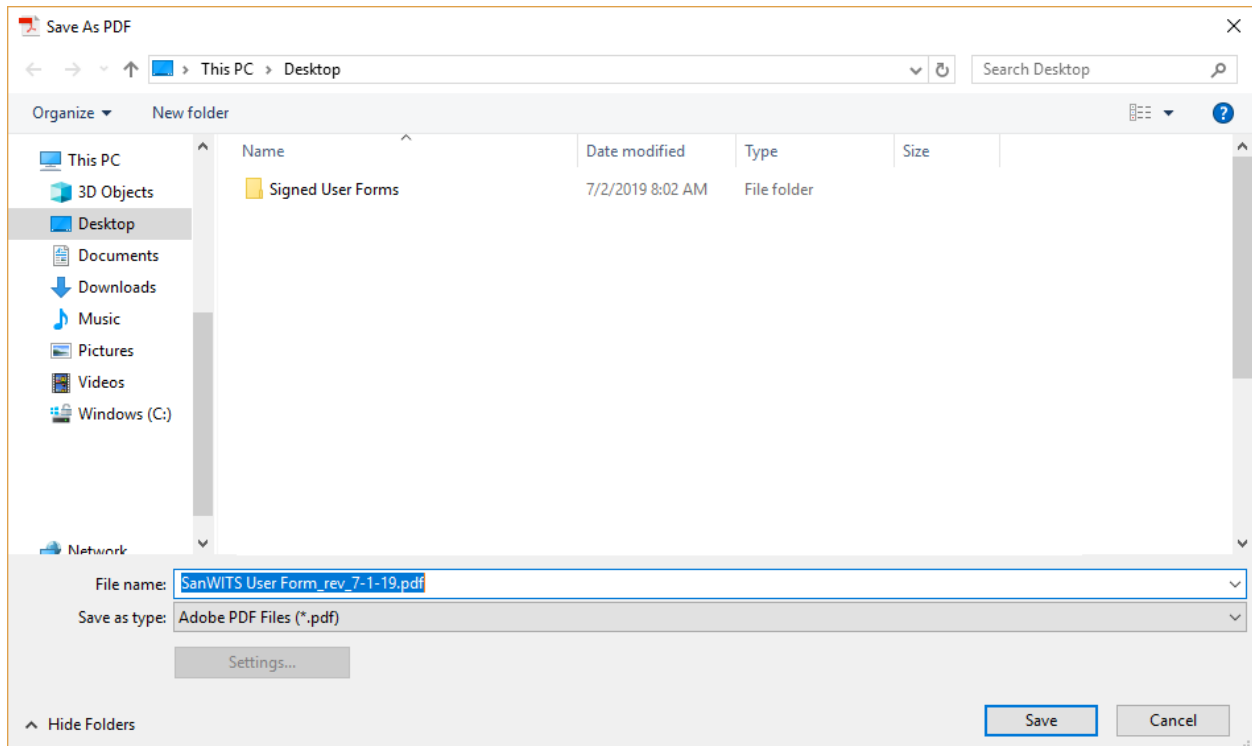
Your Name will appear for the Digital ID. Select Continue. This window will display each time you click on the Signature field. You won't need to set up a digital signature each time:

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. It says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below this is a list item for "Mary Therapist (Digital ID file)" with a document icon, "Issued by: Mary Therapist, Expires: 2024.06.25", and a "View Details" link. Below the list is a large grey rectangular area. At the bottom left is a question mark icon, and at the bottom right are "Configure New Digital ID", "Cancel", and "Continue" buttons.

You may need to enter the password. If you only have one digital ID, you will not need the password each time. Select Sign:



The form will require saving to a file. You will set up where you want to file it. In this example, a new folder was created on the Desktop for all SanWITS User Forms. It will be filed there:



If changes to the SanWITS User Form must be made (either before sending or after rejected by MIS, you can clear signature(s) and correct information, sign again and resubmit. To clear a signature, right click on the digital signature:

SECTION IV. USER ACCESS AUTHORIZATION

Pursuant to the contractual agreement on file with the County of San Diego and as designated by my corporate office, I am authorizing access as noted above and affirm that I have personally reviewed the County's Summary of Policies with the above User:

The form contains the following fields:

- User Signature:** [Redacted]
- Date:** [Redacted]
- Approved by:** [Redacted]
- Manager/Supervisor Name (Print):** [Redacted]
- Title:** [Redacted]
- Signature:** [Redacted]
- Digitally signed by:** [Redacted]
- Date:** 2019.07.02 08:06:08 -07'00'
- Manager/Supervisor:** [Redacted]

A right-click context menu is open over the 'Signature' field, with the following options:

- Clear Signature
- Validate Signature
- View Signed Version
- Compare Signed Version to Current Version
- Show Signature Properties...

A green arrow points from the top right towards the 'Clear Signature' option in the menu.

Click on Clear Signature:

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- Title:** [Redacted]
- Signature:** [Redacted]
- Manager/Supervisor:** [Redacted]

A right-click context menu is open over the 'Signature' field, with the following options:

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Only the Program Manager signature is needed to be cleared to make corrections.

No one else will be able to clear your signature.